



## INSTRUCTIONS FOR PREPARATION

- Item 1. Enter the Borrower's Case Number. Show the state and county code and the Borrower's Social Security or Internal Revenue Service Tax Identification Number. Example: 2|9|0|3|7|0|9|8|7|6|5|4|3|2|8
- Item 2. Enter the Lender's Internal Revenue Service Tax Identification Number. Example: 0|7|6|5|4|3|2|4|5|6
- Item 3. Enter the assigned Loan Number. Example: 0|2
- Item 4. Enter the Branch Number. Example: 0|3
- Item 5. Enter the Borrower's Name – Abbreviate when necessary. Example: T|H|O|M|P|S|O|N| |R|O|B|E|R|T| |L| |
- Item 6. Enter the Lender's Name – Abbreviate when necessary. Example: R|A|Y|T|O|W|N| |I|S|T| |N|A|T| |L| |B|A|N|K|
- Item 7. Enter the payee's name and address. The Treasury check will be issued as the name and address appear in Item 7. The twenty-two (22) character limit cannot be exceeded in Line 1 (Name – 1680); therefore, abbreviate name when required. Enter the name, address, city and state on separate lines. Abbreviate state name to two characters. Example: R|A|Y|T|O|W|N| |I|S|T| |N|A|T| |L| |B|A|N|K|  
1|2|3|9|8| |H|I|G|H| |R|I|D|G|E| |D|R|I|V|E|  
K|A|N|S|A|S| |C|I|T|Y| |M|O| | | | | | | |  
6|7|2|0|1| ZIP CODE
- Item 8. Enter the amount of payment applicable to the appraisal fee to be paid by Agency. One-half (1/2) of total appraisal fee if Lender has liquidation responsibility or total appraisal fee if Agency has liquidation responsibility. If zero, enter 0.00. Example: \$  | | |2|2|5|0|0|
- Item 9. Enter total amount of "Liquidation Costs" if Agency has liquidation responsibility. Types of "Liquidation Costs" are: Attorney Fee, Auctioneer Fee, Feed Cost, Transportation Fee, Taxes, Insurance, Maintenance Fee, Watchmen Fee, Legal Filing Fee, etc. A detailed explanation of each individual liquidation cost and amount is to be shown in Item 13 (e.g., amount is to be shown in Item 13 Remarks Section). If zero, enter 0.00. Example: \$  | | |2|2|5|0|0|
- Item 10. Enter total of Items 8 and 9. Example: \$  | | | | |4|7|5|0|0|
- Item 11. To be completed by the Finance Office only.
- Item 12. To be completed by the Finance Office only.
- Item 13. See Item 9. Example: Attorney Fee – \$225.00                      Transportation Fee – \$25.00
- Item 14–19. Self-explanatory.